

Peopleclick®

AAPlanner Frequently Asked Questions

March 2008

PRODUCT TECHNICAL QUESTIONS

What do I need to get up & running?

The software installation has an installation wizard that makes it very easy. If you would like us to help you via telephone we would be happy to. Or you can have IT people assist you. In the past people have found it to be very simple and if necessary we can help complete the process on the phone in 5 minutes. We offer free support for 30 days from purchase to assist you through the installation process via phone.

What Operating Systems do you support?

Windows® XP® and Windows® Vista®.

Do you need a separate FoxPro license?

No. The AAPlanner software license is all you will need.

What are the system requirements?

- 500+ MHz Intel® Pentium® compatible processor
- 64+ MB RAM or more
- 200+ MB Disk Space
- Windows® XP® or Windows® Vista®
- CD-ROM drive (System Resident or Network Accessible)

Do you have a client server version?

No. However, you are allowed to install the software on the network and purchase additional licenses and save your files to a network file folder to then share among other Peopleclick software users within your company.

Is it a perpetual license?

No. Perpetual or concurrent licensing is not available. The licensing is per desktop, per person and you own the software and license once it is purchased, you will not be required to purchase anything in addition, although upgrades to the software and other services will be available to you to purchase.

How do I import data other than census data for example IPEDS data (what is the process) Do you provide IPEDS data?

You can either create a text file or a spreadsheet to be imported. We have data spec sheets that we can fax and documentation is also provided in the User manual. Excel is the most commonly used application to create and edit data. We recommend comma delimited and text files for importing.

Can I prepare graphs from the application? If not, can I export the data out to an Excel Spreadsheet?

No, the software does not prepare graphs. The software is designed to produce all the reports required for an AAP based on the current regulations. However we do offer an export feature so that you can send data to excel or any other program you would like for graphing, etc. Also, in our up to date versions ad-hoc reporting is available.

Are you certified with Windows® Vista®?

AAPlanner is approved for use with Windows® Vista®.

Can I install AAPlanner on a network?

No, it is not considered “network” software. We recommend that you install it on single PC’s and store your data files on the network. We recommend purchasing a multi-user license so that all work files can be stored on a network and shared by licensed users.

What Windows environment can AAPlanner be used on?

Windows® XP® and Windows® Vista®.

What program is AAPlanner developed in?

Visual FoxPro 9. The reports have been created using Crystal Reports.

Can I import my data directly from my HRIS system?

AAPlanner is not directly integrated with an HRIS. The preferred method to import data is to create a file for importing. The software can import data files produced from any system. You can either create a text file or a spreadsheet to be imported. The file format specifications are provided in the User manual. Excel is the most commonly used application to edit and create date. We recommend that the data be saved to a .csv format for importing. Text files are also supported.

How do I get my data into AAPlanner if I don't have an HRIS system?

An HRIS system is not required. You may have your data stored in a payroll system or on a spreadsheet. We recommend that the data be produced in a comma separated (csv) or tab separated data file. You can also manually input any data into the system. Simple instructions for setting up your employee data and importing are available in the Users Guide, for AAPlanner on page 1-4 through 1-6. If you are a member of Peopleclick's annual support you can be walked through this process over the phone.

Can I use the same data file to import into Monitor and PayStat that I used for Planner?

The accepted file types and the importing data set up are very similar. However the required data is different for each application. For example, you will need applicant and termination data for Adverse Impact Monitor and you will need salary or pay grades, or ranges for the PayStat import.

Can someone help me put my data into the software?

Absolutely, with a current annual support agreement we can walk you through this process over the phone. We also offer 30 days of free support when you initially purchase the application. Our objective is to ensure that you are up and running and are using the application in the quickest and most efficient manner.

What format of Excel does AA Planner accept?

We recommend that customers use Excel (any version) to create/edit data. Once the data is ready we require the file to be saved as a comma separated value file (csv) for importing into AAPlanner.

PRODUCT USAGE

Can I create ad-hoc reports?

Yes, a limited amount of ad-hoc reporting is available on the employee data.

Can I create custom census areas?

Yes, using AAPlanner you can aggregate census areas yourself. By clicking on the Census button and then the Create button you are also able select and weight the various areas and save the custom area with a new area name. The custom census area can be selected as a recruitment labor area in the availability analysis module.

Can I use IPEDS Data?

You can use various industry specific data, such as IPEDS but you will have to manually import this data.

What format of Excel does AA Planner accept?

We recommend using Excel to create and edit employee data. We do not require any specific version of Excel. Once the data is ready you must save the data to a .csv formatted file and then import it into AAPlanner.

Do you have a narrative in the software?

AAPlanner does not have the ability to create the narrative text of an AAP. Peopleclick does have a narrative template that can be provided on a separate CDROM.

Can more than one person work on the reports at the same time?

No. You are able to save a file to a network drive so that another AAPlanner user can access the data files. AAPlanner is not designed as a multi-user application. It will not allow multiple users to work on the exact same report at the same time so as to ensure consistency and accuracy on each report and plan.

My sister division used to run our plans using AAPlanner, now I have to run my own sites, how do I get the information from my sister division into my copy of the application?

Ask your sister division to save their files from AAPlanner to a shared network drive. Then you will then be able to access the files and view or work on those plans easily.

Can I import all records at once if I include a facility code in the facility fields or do I have to import facility records one at a time?

Yes. You can import all data records at once using facility codes. It is your option to do one import or multiple.

Can a current job group serve as a feeder source to itself?

AAPlanner supports the ability to define a job group as an internal feeder source to the same job group. The AAPlanner User guide provides instructions to set up the feeder models as needed.

Can AAPlanner produce my EEO-1 reports?

No. EEO-1 reports are available in the Peopleclick CAAMS® product. Peopleclick can also provide EEO-1 reporting as a service.

We recruit for positions from the entire organization and not just by location. Can AAPlanner pull feeder job group data from other locations?

You can assign your feeder job groups manually.

How do I assign Job Group and Census codes?

Both can be imported with your employee data file. Alternatively, you can manually assign job groups to your job titles within AAPlanner. Then AAPlanner will automatically assign the job groups to the employee data. Future imports of employee data that do not contain job group codes will be automatically updated by AAPlanner. If new job titles are encountered you will need to assign a job group to these job titles.

Can I install multiple census areas at the same time?

Yes, in AAPlanner 7.0.

How long will it take me to create my plan? So can I import my data and it spits out my plan?

That really depends on you. How experienced is the user with AAP's? Is the employee data formatted and readily available for importation? How computer literate is the user? And so forth... We typically have found that a plan can be completed in 1.5 days on average.

Do I have to re-assign my census occupational codes every year?

No, after you create your plan the first year you will only need to update that plan; all codes will stay in tact. When importing your data on the import screen under "treatment of current data" choose the erase and replace option and import your new data.

Do I have to create a plan from scratch every year or can I just update it each year? How?

You will be able to update information periodically to determine progress to goals. Then you can update your data annually to complete the following year's plan without having to start from scratch.

What's the difference in the data I import for AAPlanner vs. for Adverse Impact Monitor?

The accepted file types and the importing data set up are very similar. However the required data is different for each application. For example, you will need applicant hire, promotion and termination data for Adverse Impact Monitor and you will need salary or pay grades, or ranges for the PayStat import.

If I import my EEO codes, my job groups and my census occupational codes do I have to re-assign them in the software?

All of the data elements can be imported with your employee data file. Alternatively, you can manually assign job groups to your job titles within AAPlanner. Then AAPlanner will automatically assign the job groups and census codes to the employee data. Future imports of employee data that do not contain job group codes, census codes, or EEO codes will be automatically updated by AAPlanner. If new job titles are encountered you will need to assign a job group, census codes, and EEO codes to these job titles.

Does AAPlanner provide more than 2 availability factors?

AAPlanner provides an optional third factor that can be enabled by the user. The use of a third availability factor is not regulatory required. The additional factor is available in determining the overall availability for specific positions when the Census 2000 data or feeder availability is insufficient.

What does the asterisk (*) mean on the Incumbency Reports?

The asterisk denotes a corporate initiative employee, one who has been excluded from one plan and included into another plan.

BUSINESS QUESTIONS**What statistical analysis does AA Planner use in the availability analysis to determine underutilization?**

The Any Difference, 80%, Two Standard Deviation, Three Standard Deviation, and Exact Binomial tests are available. Underutilization can also be determined by the any difference rule in conjunction with the whole person test. For small job groups the Rule of 9 is available when using either the Two or Three Standard Deviation tests.

What statistical analysis does PayStat use?

The Rank Sum, T-test, Multiple Regression and the Median Analysis. PayStat also offers the "2 – 30 – 3" test used by OFCCP's compensation review.

What statistical analysis does Monitor use?

Two Standard Deviations and the Fishers Exact Probability methods. The standard IRA based on the 80% rule is also provided. Monitor offers the ability to analyze selections based on the hiring steps used in your selection process. Analyzing each step can help you identify where adverse impact exists in the hiring process.

What is included with support?

Peopleclick's clients have rated our Support Team with a 95%+ satisfaction rating. Your support team is available during our normal business hours (8 am – 6 pm, CST, M-F, excluding holidays) via toll-free telephone (800-782-1818 ext. 2) or email (eeosupport@peopleclick.com). Peopleclick's Support Team is committed to resolving any issue and ensuring your satisfaction. Your Peopleclick Support Subscription will include:

- Access to your Support Team to answer questions or resolve technical/product issues via the toll-free 800 number or email (unlimited number of calls)
- Access through Peopleclick Support to the Peopleclick affirmative action consultants for answers to your business questions to audits or other compliance related questions
- Ability to request one additional replacement CD for your Peopleclick software annually at no additional charge
- Ability to request one additional reference manual for your Peopleclick software annually at no additional charge
- Recipient will receive all maintenance updates to resolve product technical issues at no additional charge

- Access to EEOSource.com - The Peopleclick site devoted to the affirmative action community to share information
- Invitations to all free semi-annual regional user group meetings
- Recipient of the monthly "Did You Know?" email newsletter on AAPlanner and / or PayStat
- Recipient of the monthly email newsletter EEO Digest with the latest news regarding affirmative action

What if regulations change?

You will be notified of the regulation change through the free monthly newsletter as well as emails and letters your account executive will send you. Peopleclick will then have a timeline for an upgrade to be available to you.

Can I return the software if we determine that it does not meet our needs?

The software is non-refundable.

Does your software include the new race codes?

Yes. AAPlanner 7.0 includes expanded race/ethnicity availabilities for Native Hawaiian/Other Pacific Islander and Two or More Races.

Do you have on-line training?

Yes, we do offer web based training. This will be scheduled for you by your account manager.

What is your response time for returning a support call?

A support call is normally returned within the same business day depending on the volume of support calls.

Can I use other data besides Census data for Factor 1 data?

Yes, you can use industry specific data. You can acquire this data from various sources. Peopleclick offers this data but requires a fee for processing the data.

How can I select more than 1 census area for recruiting?

When assigning your census areas on the Availability Button under Factor 1 you will select more than one area, the software will automatically weight them equally under "simple weighting" or you can assign your own weights.

If I have a goal, how do I know how many people I need to hire?

A goal is considered a placement rate goal and is not a quota. A hiring quota is illegal and is prohibited.

Can I change my AAP plan year to a different date?

Yes, on the Facility screen you can edit the date.

What employees should I include in my AAP – part-time, contract, short term or long term leave?

All employees on the payroll at the time that the employee data is created should be included in the AAP.

Do you have to do an adverse impact analysis or is it optional? When is it due? Do you put it in with your AA Plan in the binder?

You are required to measure progress to goals if you are 6 months or more into the year. The Uniform Guidelines on Employee Selection Procedures require an employer to measure Adverse Impact for hires, promotions, and terminations. An employer should conduct these analyses during the plan year and at minimum at the end of the plan year. The Adverse Impact Analysis and Impact Ratio Analysis Reports you create in Adverse Impact Monitor are not to be added to your Reports binder but should be stored and available if needed to provide evidence of good faith efforts.

What is the narrative? Why do you have to do that? Is it included with AAPlanner?

The Narrative is the written portion of the affirmative action program that is a required portion of the plan. The Narrative is a series of statements representing the employer's policies of non-discrimination. It also includes pertinent information regarding an employers obligations regarding affirmative action. The narrative includes a part for the Minority/Female affirmative action plans as well as the Veteran and Disabled affirmative action plans.

Is the census data in AAPlanner? How do I choose my census areas?

The census data is not hard coded into the AAPlanner software, although you can import the census data into the AAPlanner software. You will click on the Census Button to view your census areas and then when in the Availability screen you can choose your census area under the Factor one tab in the Census Area column. You also receive the Census 2000 CD containing the census data compatible with AAPlanner. If additional census areas are needed they can be acquired from the Census 2000 CD.

We only do one plan a year, do I need to re-purchase something next year?

No. The software will not limit you on the number of plans or years you create plans.